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Approved For Release 2001/07/23 : CIA-RDP54-00252A000100020052-0

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8 May 1947

**PRESENT FUNCTIONS OF STAFF TRAINING DIVISION:**

1. OVER-ALL: Indoctrination and training of all OSO Headquarters personnel and all such field personnel which will not operate under deep cover.
2. INTELLIGENCE TRAINING: This training is provided for all OSO intelligence officers including chiefs of stations, desk heads, operations officers, reports officers and the like.

General Departments of instruction:  
Glandestine intelligence mission and objectives  
Operational methods  
Reporting, editing and processing  
Counter-espionage.

In most cases, area background training is to be given and is set-up in close cooperation with the area desks concerned. The testing, screening and evaluation of future intelligence officers is an additional important function of this training section.

3. TECHNICAL TRAINING:



This section is also in charge of training special technical investigators for Project COPS-2.

4. ADMINISTRATIVE TRAINING: Instruction is given to administrative field personnel and chiefs of stations in administrative procedures such as accounting methods, personnel procedures, operational supplies, pouch and cable procedures, filing and carding, etc.
5. TRAINING RESEARCH AND PUBLICATIONS:
  - a. Preparation of lecture outlines and study guides, operational hand-books and other materials to be used in staff and covert training.
  - b. Collection, analysis, editing and filing of operational intelligence obtained from various sources (e.g. interviewing returned field representatives, case histories, interrogation reports, operational field reports, etc.)
  - c. Providing certain field establishments which do maintain their own training facilities with appropriate training materials.
6. LIBRARY: The TRB library collects and maintains books, periodicals, pamphlets, reports and studies of classified nature, and language records for training purposes and use by the various branches of OSO.
7. THE DIVISION is finally responsible for the administrative arrangement of foreign service training, communications training, and language training and for the coordination of the training of such other training facilities.

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FUNCTIONS OF COVERT TRAINING DIVISION, TRB

The functions and duties of the Covert Training Division are as follows:

1. Arrange all details for covert assessment; "lay on" time with the Chief of Assessment, arrange for place and transportation, when necessary.
2. Confer with Operations Officers re overall mission, cover, etc., and decide upon subjects to be given and length of time training will take.
3. Complete all covert training; arranging place, schedule, etc., and being charged with the security of the student throughout the entire training period. (covert training is all done away from Headquarters).
4. Keeping all covert training material up-to-date.
5. Retraining and directing undercover instructors and keeping them supplied with new material.
6. Occasionally act as couriers and liaison for Operations Officers with personnel away from Headquarters.
7. Keeping complete and comprehensive records on all contacts with covert personnel, submitting final report and appraisal of training on each student to Operations Officer at the conclusion of each training period.

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